Distr.
GENERAL

IDB.16/17
12 September 1996

United Nations Industrial Development Organization

ORIGINAL: ENGLISH

Industrial Development Board

Sixteenth session
Vienna, 20-22 November 1996
Item 13 of the provisional agenda

PERSONNEL MATTERS

Note by the Secretariat

Summary

Provides information on a range of personnel-related issues and updates the information contained in document IDB.15/4.

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V.96 85679 (E) (a:\1996\pmo 4)

Distr.: 19 September 1996

Introduction

1. The present document represents a consolidated report on a range of personnel matters combining information on completion of the scheme of separation of personnel, composition of the Secretariat and recent developments in relation to the reform of personnel policies.

I. COMPLETION OF THE SCHEME OF SEPARATION OF PERSONNEL

2. In decision GC.6/Dec.14, the General Conference requested the Director-General to report to the Industrial Development Board at its fifteenth session on the implementation of the scheme of separation of personnel. Document IDB.15/4 reported on the implementation of the scheme up to 1 April 1996. As of that date, the Advisory Group on Human Resource Planning had identified redeployment possibilities for 16 of the 40 staff members whose posts had been identified for abolition under the non-voluntary phase of the staff reduction programme.

3. The Advisory Group completed its review of the remaining 24 staff members in June 1996. As a result of this review and a combination of measures adopted by the Organization such as redeployment of staff to posts in which their services can be effectively utilized, field assignments, release of staff for United Nations peace-keeping missions, 6 staff members were retained in UNIDO service; 4 were selected for a United Nations peace-keeping mission with their separation to take effect upon completion of the mission; and the appointments of 13 staff members were terminated. One staff member is being considered for a disability benefit under the regulations of the United Nations Joint Staff Pension Fund.

4. Concerning the transfer of the language training service, negotiations with UNOV are continuing and thus no information additional to that reported in IDB.15/4 can be provided.

5. In document IDB.15/4, paragraph 14, it was pointed out that the voluntary separation programme, coupled with the approach adopted by UNIDO that included the adoption of expenditure reductions in August 1995, had minimized the scope and number of staff to be affected by non-voluntary separation from service, which was then envisaged to account for only 12 per cent of total staff separations. Indeed, excluding natural attrition, separation of staff through termination of appointment accounted for 12 per cent of total staff separations.

6. Table 1 below shows the number of staff who have separated or will separate from the Organization after special leave in connection with the staff reduction programme and after natural attrition over the period 31 December 1995 to 1 August 1996. The figures are broken down by category, division and gender. General Service staff accounted for 73 per cent of the total number of separations. The Division of Administration had the highest reduction in staff, accounting for 45 per cent of the total.

7. The counselling and support measures reported to the Board at its fifteenth session (IDB.15/4, paras. 15-18), were extended to include the provision of psychological counselling and the provision of services by two external companies specialized in providing advice and individual coaching in facilitating the reintegration of individuals into the labour market following separation from employment.

8. Additional training programmes were conducted in the areas of job search strategies, managing change, résumé writing, career exploration and a redundancy workshop was held for senior managers. A total of 141 participants attended these programmes. Briefings and presentations were also given on pension matters, financial planning, and Austrian unemployment insurance.

9. Document IDB.15/3-PBC/AS.3/3 (paras. 21-26) provided information on the separation indemnity reserve. An update of that information will be included in the report on the financial situation issued to the current session (IDB.16/7-PBC.12/7).

II. COMPOSITION OF THE SECRETARIAT

10. Tables 2 and 3 below provide information on staffing levels, gender balance and geographical representation from the beginning of the present biennium until 1 August 1996. Subsequent reports will update this information in order to show trends in these areas during the course of the biennium. Specifically, table 2 shows the total number of staff in the Professional and higher categories and in the General Service category as of 1 August 1996 with a decrease of 18 per cent compared with 31 December 1995.

11. Table 3 provides comparative information on the geographical representation of staff in the Professional and higher categories, whose appointments are subject to geographical distribution, between 31 December 1995 and 1 August 1996. The percentage of women staff members has slightly decreased by 1 percentage point. Table 3 also shows a total reduction of 32 staff members over the same period.

III. OTHER PERSONNEL MATTERS

12. As reported previously, a new staff performance evaluation system was introduced in January 1996. The system, which is expected to enhance managerial effectiveness and accountability and includes the UNIDO Country Directors, was designed in close consultation with representatives of the staff and takes account of developments within the United Nations common system. The implementation of the new system is being supported by a comprehensive training programme which aims to enhance the skills of managers and staff in defining performance objectives, conducting performance interviews, giving realistic ratings and identifying performance improvements. The implementation of the system is being monitored closely and, if necessary, appropriate adjustments will be introduced in light of the experience gained.

13. A new placement and promotion system has been introduced that enhances the principle of competitiveness in filling vacancies for all categories of staff. The major features of the new system include the active participation of staff members in their own career development, the encouragement of staff mobility and the promotion of staff members once they have been selected for advertised vacancies, provided they have the required seniority in grade. The new system eliminates the necessity for an annual promotion review, thereby streamlining administrative procedures and decreasing the amount of time and resources spent on this activity.

14. Recruitment of consultants and administration of home leave travel within certain limits have been identified as possible applications for the decentralization of the personnel function. Personnel Services has introduced a customer-friendly "one-stop shopping" approach for client divisions whereby designated personnel officers provide operational support and advice on personnel matters to divisional management and staff. This approach is also intended to serve as preparatory step in the direction of a further decentralization of the personnel function into the divisions and eventually to country offices.

IV. ACTION REQUIRED OF THE BOARD

15. The Board may wish to take note of the information contained in the present document.

Table 1

Number of staff who have separated from the Organization in connection with the staff reduction programme and natural attrition over the period 31 December 1995 to 1 August 1996

Category	GM	CFD	RPD	HEPD	ISED	ITPD	DA	TOTAL
Professional	7	12	2	4	7	6	10	48
Female	4	4	1	1	0	0	5	15
Male	3	8	1	3	7	6	5	33
General Service	7	18	9	8	8	10	71	131
Female	7	16	6	8	7	10	36	90
Male	0	2	3	0	1	0	35	41
Total	**14**	**30**	**11**	**12**	**15**	**16**	**81**	**179**
Female	11	20	7	9	7	10	41	105
Male	3	10	4	3	8	6	40	74

Table 2

Comparative table of staff a/

	31 December 1995				1 August 1996 b/				
Category	Male	Female	%	Total	Male	Female	%	Total	Reduction
P5 and above	111	15	12%	126	95	12	11%	107	-15%
P1 to P4	151	66	30%	217	140	57	29%	197	-9%
Subtotal	*262*	*81*	24%	343	*235*	*69*	23%	*304*	-11%
General Service	200	417		617	159	329		488	-21%
Language teacher	2	3		5	2	2		4	-20%
Subtotal	*202*	*420*		622	*161*	*331*		*492*	-21%
Total	464	501		965	396	400		796	-18%

a/ Headquarters staff, including UNIDO Offices at Geneva and New York and UCDs who are Headquarters staff members

b/ Figures take account of expenditure reductions, natural attrition and the staff reduction programme.

Table 3
Professional staff, by List of Member States a/

	31 December 1995				1 August 1996				
List of States	Male	Female	%	Total	Male	Female	%	Total	Variance b/
A and C	90	27	23%	117	79	22	22%	101	-16
B	114	50	30%	164	106	44	29%	150	-14
D	33	1	3%	34	31	1	3%	32	-2
Others	5	1	17%	6	5	1	17%	6	0
Total	242	79	25%	321	221	68	24%	289	-32

a/ In posts subject to geographical distribution.

b/ Increase/decrease in number of staff